

**Opening Date:** February 27, 2017  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, Texas  
**Posting Number:** 17-35  
**Monthly Salary:** \$7,500-\$7,916/month. Salary commensurate with experience and qualifications  
**Group/Class:** B28/1622  
**Travel %:** 10%  
**Division/Department:** Water Supply & Infrastructure  
**Number of Positions:** 1

## JOB VACANCY NOTICE

### Director of Program Administration & Reporting (Director III)

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer*

### Internal Posting

#### Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 00B- General Officer, 01- General Command and Staff, 30C0- Support Commander or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf) .

#### Job Description Summary

Administers and directs the activities of the Program Administration & Reporting division under the direction of the Deputy Executive Administrator for Water Supply & Infrastructure. Performs complex management activities and provides direction and guidance in strategic operations and planning. Work involves establishing strategic direction and goals; developing policy; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

#### Essential Job Functions

- Provides effective leadership and management of the Program Administration & Reporting Division.
- Advises and supports the Deputy Executive Administrator for Water Supply & Infrastructure.
- Plans, organizes, and directs activities of the Program Administration, Reporting and Outlays & Escrows sections.
- Establishes goals and objectives within the Program Administration & Reporting Division for achieving goals; and directs evaluation activities.
- Directs the preparation of various management reports, including the annual Clean and Drinking Water State Revolving Fund reports and Intended Use Plans.
- Oversees and directs contract, grant, and loan payment processing and monitors contract, grant and loan disbursements.
- May assist with the preparation, development, review, and revision of legislation.
- Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- Ensures compliance with laws pertaining to the Program Administration & Reporting Division.
- Performs duties as assigned.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 12/19/16



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

**Minimum Qualifications**

- Graduation from accredited four-year college or university with a major in Accounting, Finance, Business Administration, Public Administration, Engineering, Planning or related field.
- Five (5) years of experience with State Revolving Fund programs.
- Education and experience may be substituted for one another on a year-for-year basis.

**Preferred Qualifications**

- Five (5) years of progressively responsible professional work experience managing projects and staff.
- Experience in contract administration, grant administration or loan processing.

**Knowledge, Skills, and Abilities (KSAs)**

- Ability to direct and organize program activities to establish program goals and objectives.
- Ability to identify problems, evaluate alternatives, and implements effective solutions.
- Ability to plan, assign, and/or supervise the work of others.
- Ability to prepare clear and concise reports.
- Ability to provide leadership and guidance in the proper handling of the Board contractual and financial documents.
- Ability to comply with federal and state guidelines.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to assign and/or supervise the work of others.
- Skills in managing staff.
- Skills in dealing effectively with personnel issues.
- Skills in managing multiple competing tasks and priorities.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.

**Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.